



**DEPARTMENT OF THE ARMY**  
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS  
CLOCK TOWER BUILDING - P.O. BOX 2004  
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy  
Statement #020

CEMVR-PC-C (600-85d)

9 July 1997

MEMORANDUM FOR All Rock Island District Employees

SUBJECT: Employee Assistance Program Policy

1. Problems of a personal nature can have an adverse effect on an employee's job performance. Most personal problems can be dealt with successfully when identified early and referred to appropriate care. The Employee Assistance Program has been established to provide these services through special arrangements with outside counseling resources. The program is designed to deal with the broad range of human relations problems such as alcohol and drug problems, emotional/behavioral disorders, family and marital discord, financial, legal, and other personal problems. For the purpose of this program it is the District's policy that personal problems such as these described will be defined as treatable illnesses or problems that can be solved. The program is not designed to provide treatment or continued counseling, but rather to provide early problem assessment, short-term counseling, and subsequent referral when appropriate. Policies regarding this program are provided below.

a. The program is available to all employees of the District and their immediate families (dependent family members who reside with the employee) since it is recognized that problems at home may adversely affect an employee's ability to function on the job. When employees or their dependents recognize they have a personal problem that may benefit from the assistance provided by the Employee Assistance Program, they are encouraged to seek assistance on their own.

b. Requests for counseling or referral assistance will not jeopardize an employee's job security, promotional opportunities, or reputation.

c. All records and discussions of personal problems are handled in strict confidence as are other medical records. These records are retained by the designated counseling resource and do not become a part of the employee's personal file.

d. When performance or conduct problems are not corrected with normal supervisory attention, employees are encouraged to seek assistance via the Employee Assistance Program to determine if personal problems are the source of the performance or conduct problems. If the problems are corrected, no further action will be taken. If an employee refuses assistance or counseling and there is no improvement in performance or conduct, the employee will be subject to appropriate administrative action.

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e. There is no charge for the initial diagnostic services. Any subsequent care may be provided through normal insurance benefits but are the responsibility of the employee.

f. When sick leave is justified and necessary, sick leave may be granted for treatment or rehabilitation on the same basis as is granted for other health problems. Consideration will also be given for the use of annual leave or leave without pay if sick leave is not available.

//s//

JAMES V. MUDD

Colonel, EN

Commanding

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